

SECRET /

25X1

S C I P S

STAFF for the

COMMUNITY

INFORMATION

PROCESSING

STUDY

SECRET

25X1

C-O-N-F-I-D-E-N-T-I-A-L
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UNITED STATES INTELLIGENCE BOARD

COMMITTEE ON DOCUMENTATION

DCID NO. 1/4

1. MISSION - PROMOTE MEANS FOR OPTIMAL USE OF INTELLIGENCE INFORMATION HOWEVER RECORDED
2. DOCUMENTATION - TECHNIQUES FOR ORGANIZATION PRESENTATION, AND COMMUNICATION OF RECORDED KNOWLEDGE FOR MAXIMUM ACCESSIBILITY AND UTILITY OF THE INFORMATION CONTAINED
3. FUNCTIONS -
 - A. RECOMMEND POLICY TO USIB
 - B. CONDUCT SURVEYS
 - C. COORDINATE DEVELOPMENT OF COMPATIBLE SYSTEMS
 - D. REVIEW REFERENCE SERVICES OF COMMON CONCERN
 - E. EXCHANGE INFORMATION ON SOLUTIONS
 - F. MONITOR INTERAGENCY AGREEMENTS
 - G. ASSIST MEMBER AGENCIES

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P R O B L E M A R E A S

1. ALLOCATION OF FUNCTIONAL RESPONSIBILITIES
2. COMMON DATA BASE
3. COMPATIBLE EQUIPMENT
4. IMBALANCE IN CAPABILITIES
5. INDEXING
6. FORMATTING
7. COMPUTER LANGUAGES
8. SECURITY
9. COMMUNICATIONS
10. ARCHIVING
11. MACHINE TRANSLATION
12. DATA EXCHANGE
13. RESEARCH AND DEVELOPMENT

SCIPS HISTORY

11 JULY 1961	TERMS OF REFERENCE APPROVED BY USIB
15 AUGUST 1961	STAFF DIRECTOR ASSIGNED
1 NOVEMBER 1961	STUDY PLAN COMPLETED
29 NOVEMBER 1961	CODIB FORWARDED STUDY PLAN TO USIB
14 FEBRUARY 1962	USIB CONSIDERED STUDY PLAN
<u>28 FEBRUARY 1962</u>	<u>USIB APPROVED <u>STAGE I</u> STUDY PLAN</u>
1 JUNE 1962	SCIPS \approx 70% STAFFED FOR STAGE I
1 JUNE 1962	STAGE I TIME SCHEDULE SET

-all day
3
✓

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SCIPS

O B J E C T I V E

IS NOT
Per Se

1. T/O REDUCTION
2. BUDGET REDUCTION
3. REORGANIZATION

IS

1. GREATER CONTROL OF INTELL INFO
 - A. SPEED OF DISSEM
 - B. PERTINENCE OF DISSEM
 - C. SPEED OF RETRIEVAL
 - D. PERTINENCE OF RETRIEVAL
2. ELIMINATE DUPLICATE PROCESSING
3. USE OF ADVANCED TECHNIQUES
4. STREAMLINE FLOWS
5. FUNCTIONAL DIVISION CLARIFICATION

THUS: GREATER AND MORE TIMELY "CONTROL" OF INTELLIGENCE INFORMATION
THROUGH IMPROVED PROCEDURES AND REALLOCATION OF PRESENT
INFORMATION PROCESSING RESOURCES.

SCIPS

STAGE I TASKS VS. ORIGINAL PLAN

<u>INCLUDED IN STAGE I</u>	<u>EXCLUDED FROM STAGE I</u>
1. IP STANDARDS OF BROADCAST GAIN	1. <u>GUIDELINES FOR DEVELOPMENT OF SYSTEMS</u>
2. INDEXING STANDARDS	2. <u>DESIGN OF IDEAL SYSTEM</u>
3. REPORT FORMATTING REQUIREMENTS	3. <u>COMPUTER PROGRAMMING COMPATIBILITY</u>
4. DATA EXCHANGE STANDARDS	4. <u>COMPATIBLE</u> <u>EQUIP</u>
5. FACTUAL PICTURE OF COMMUNITY IP SYSTEM	5. <u>T/Os AND BUDGETS</u>
6. IDENTIFY COMPONENTS, PRODUCTS, AND FLOWS	6. <u>REQUIREMENTS AND COLLECTION</u>
7. INVENTORY SIGNIFICANT INFO REPOSITORIES	7. <u>ANALYSIS, ESTIMATING AND USE</u>
8. IDENTIFY CRITICAL AREAS FOR FURTHER STUDY	8. <u>IP RESEARCH AND DEVELOPMENT</u>
9. SELECTED STATE-OF-THE-ART REVIEW	9. <u>FULL STATE-OF-THE-ART REVIEW</u>
10. ALL IP ORGANIZATIONS	10. <u>MANY ORGS (SEE CHART - Page 17)</u>
11. WHAT IS DONE	11. <u>HOW IT IS DONE (except F, X)</u>

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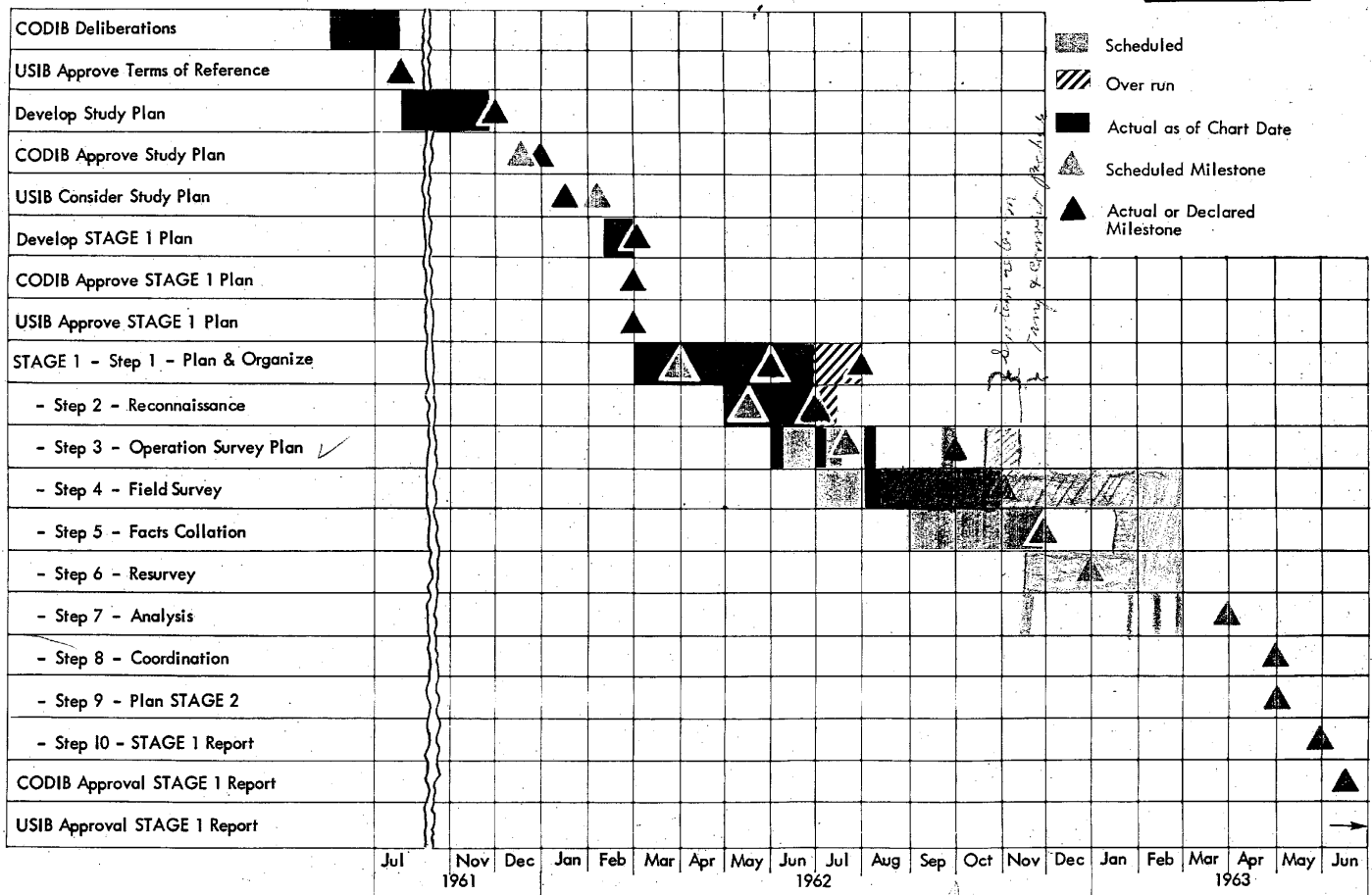
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SCIPS STUDY PLAN SCHEDULE

DEC
1961
1000
15 AUGUST 1962



I N F O R M A T I O N P R O C E S S I N G

VARIABLES

SOURCE	FUNCTION
USE	PROCESS
SUBJECT	TECHNIQUES
AREA	EQUIPMENT
FORM	ORGANIZATIONS
CARRIER	LOCATION
FORMAT	SECURITY CLASSIFICATION
MODE	VOLUME
	TIME

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W H A T S

1. OUTPUTS RESPONSE FORM
2. INDEXING RESPONSE FORM
3. FILES RESPONSE FORM
4. FLOWS RESPONSE FORM
5. SYSTEMS RESPONSE FORM

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D I F F I C U L T I E S

MISSING LINKS

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WHERE TO SERVE FORMS

WHAT IS AN ORGANIZATION

WHAT IS A SYSTEM

WHAT IS AN ITEM

SURVEY TIME CONSTRAINTS

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RE ORIENTATION OF EFFORT

1. DEVELOP LINKAGE FORM
2. ARBITRARY DEFINITION OF ORGS
3. POSTPONE SYSTEMS IDENTIFICATION
4. LET COMMON PROCESS DEFINE ITEMS
5. CUTBACK SCOPE - ORG GROUPS
6. CUTBACK DEPTH - VARIABLE DETAIL

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S T A G E I

R E V I S E D A P P R O A C H

SELECTIVE DEPTH OF DETAIL

ACTIVITY ORIENTED (non-sequential)

SIMPLICITY OF FACT GATHERING

MULTIPLICITY OF COLLATION

C A L C U L A T E D R I S K S

SURVEY FORMS

PRIMARY

1. ^{Process} ACTIVITY DESCRIPTION SHEET (ADS)
2. ^{Station} STATION DESCRIPTION SHEET (SDS)

OVERFLOW

3. ^{Item Group Detail} ~~ITEM GROUP~~ DETAIL SHEET (IDS)

SUPPLEMENTARY

4. INDEXING DESCRIPTION SHEET (XDS)
5. FILE DESCRIPTION SHEET (FDS)
- UNIT RECORD DESCRIPTION (FDS₂)

SPECIAL

6. INPUT REQUIREMENTS SHEET (IRS)
7. ITEM DESCRIPTION SHEET (IDS)
7. ^{Image Log Sheet} (SLS)
8. ^{Survey Control} 19 (SCS)

DISCUSSION SUBJECTS
(Illustrative Only)

PROBLEMS

Flow
 cycle time
 bottlenecks (extent, frequency, locus)
 overtime record
Equipment
Personnel
Access
Duplication
Overlap
Gaps
User demands

IDEAS FOR IMPROVEMENT

RELATIONSHIPS

 Within parent complex
 Outside parent complex

FUTURE DEMANDS ON SYSTEM (forecast)

PLANS (including Data Processing)

RESPONSIVENESS OF SYSTEM TO USER NEEDS

PERTINENT STUDIES UNDER WAY OR COMPLETED

R & D UNDER WAY OR CONTEMPLATED

NEEDS OF SYSTEM

 Substantive
 relative importance of different inputs
 what now processing that could do without
 Mechanical
 format

PERSONNEL

 Number
 Types
 Turnover
 Procurement difficulty
 Utilization

DISSEMINATION

REQUIREMENTS

EQUIPMENT
 Utilization

COST

OTHER STAFF ACTIVITIES

- A. RECRUITING
- B. ORIENTATION
- C. REORGANIZATION
- D. BRIEFINGS
- E. OTHER STUDIES
- F. STATE-OF-THE-ART TASKS (8)
- G. ANALYTICAL QUESTIONS (16)
- H. NON-USIB REPOSITORIES (NSF)
- I. INSTRUCTION WRITING
- J. OPERATIONAL PLANNING
- K. TRAINING

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D A M P

Analytical Questions:

1. What degree of control do we have now by anybody over what info (type and series)?
2. What resources would be required to achieve varying degrees of control over the uncontrolled?
3. What different resources are used to obtain the same control over info?
4. What access (quantity, form of response, speed, pertinence) to which controlled info is required by whom?
5. What remote access links where would eliminate duplicate processing for the same info control?
6. What commo technique on which routes would speed dissemination to whom?
7. What portion of controlled info is, or is subject to capturing, in machine language?
8. What portion of uncontrolled info is, or is subject to capturing, in machine language?
9. What portion of info controlled has capturable indexing and reference info?
10. What portion of info controlled indexes and references are in machine language?
11. What intell series receive the greatest IP - what proportion - how many times per process?
12. Which indexes have the greatest control (depth) over the items of No. 11?
13. Where and how many places are the same documents filed? ←
14. What is the commonality of inputs to the major files?
15. What is the commonality of info contained in the major files?
16. What is the commonality of elements controlled between the major files?
17. What are the commonality and differences of representation methods for common elements?

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TO DO

- A. COMPLETE FORMS
 - B. MAKE TIME ESTIMATES
 - C. ADJUST "WHO" GROUPS
 - D. DEVELOP OPS PLAN
 - E. TRAIN
 - F. ANTICIPATE ANALYSIS
 - G. STATE-OF-THE-ART ANTICIPATION
 - H. DESIGN DATA CONTROL SYSTEM
-
- I. CONDUCT SURVEY
 - J. PROCESS AND COLLATE DATA
 - K. ANALYSE
 - L. REPORT

1 August 1962

Chronology of SCIPS

June 1960
CODIB notifies USIB that it is timely to give serious consideration to the conduct of a general systems study of the information processing problems of the Intelligence Community. Second Annual Report.

September 1960
USIB directs CODIB to recommend "Guidelines for the development of information processing facilities in the Community, including, if necessary, the conduct of a general systems study". USIB-M-115

December 1960
Recommendation No. 40 JSG: "The United States Intelligence Board should monitor efforts to develop automatic systems to store and retrieve intelligence information and the extent to which compatibility of systems is assured."

February 1961
CODIB recommends study.

March 1961
USIB directs preparation of plan for study to "define long-range goals, with particular emphasis on considerations attending-use of automatic data processing and the development of compatible systems." USIB-M-144

June 1961
CODIB completes terms of reference for study.

July 1961
USIB approves T/R.

December 1961
SCIPS plan completed.

February 1962
Original plan referred back to CODIB by USIB; revised plan prepared; revised plan approved by USIB.

June 1962
Staffing of SCIPS substantially complete.

August 1962
Step II completed, Step III (Fact Gathering) initiated.

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GROUP I Excluded from automatic downgrading and declassification

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